

**Summary of
Undergraduate Academic Rules and Regulations**

**Department of Chemical and Biomedical Engineering
FAMU-FSU College of Engineering**

Academic Year 2021-2022

This document is intended to be a summary of some (but not all) of the most important academic rules and regulations pertaining to the Chemical and Biomedical Engineering undergraduate curriculum. The purpose of producing this form is to ensure that all students become familiar with the numerous academic rules and regulations so that they may progress in a satisfactory and timely manner through the Department's curriculum. This document is not intended to be comprehensive; students should reference the complete Undergraduate Student Handbook, which is available at:

<https://www.eng.famu.fsu.edu/index.php/undergraduate/student-handbook>

Students will be held responsible for the rules and regulations contained within this summary document and also in the Undergraduate Student Handbook. This pertains especially to the course prerequisites and corequisites, and to the graduation requirements.

Acknowledgement of Receipt

By my signature below, I attest that I have been given a copy of these Academic Rules and Regulations, and that I agree to read and abide by all of the academic requirements contained herein.

Student Signature

Date

Printed Student Name

Undergraduate Academic Rules and Regulations

Department of Chemical and Biomedical Engineering

College of Engineering Policies

1. Progression Policy for the College of Engineering

Any engineering student who has been academically suspended or dismissed must petition to resume taking courses as an engineering major. Reinstatement back into the engineering program will depend on the grade point deficit and number of previous suspensions. Please see your engineering academic advisor for more information.

2. College of Engineering Course Drop/Add Procedures

To drop or add a course after the normal "Drop/Add Period" (the first week of each term), go to the COE Office of Student Services (Room B111) to pick up the required form. The filled-out form must be signed by 1) the ChE-BME Department Academic Advisor in Room A131 and 2) the COE Student Services office in Room B111.

The Course Drop/Withdrawal policy at the College of Engineering is different from the policy used at either university. Undergraduate engineering students may "drop" (or withdraw) from any course in the current semester for any reason up to and including the 7th week of classes. There may be financial aid and other implications dropping a course, so you should always contact your academic advisor first. Engineering late drop period goes into effect after the 7th week and up to the late drop deadline of each semester.

Depending on your academic classification, there are restrictions on the number of times you will be permitted to "late drop" a course during this period (Fall and Spring semesters only). They are as follows: 1. All pre-engineering students and those classified as Lower Division (less than 60 hours) by FSU are limited to a total of two (2) "late drops" only. Students who reach their "two late drops" limit will NOT be permitted another late drop until they enter their intended engineering major and for FSU students leave Lower Division. Unused late drops may not be "banked". 2. Students who are coded in a degree granting engineering major and are classified as Upper Division by FSU are permitted a total of three (3) "late drops" while coded as such.

No drops will be approved after the late drop deadline of the semester except in documented cases of administrative error, personal illness, death of an immediate family member, military service obligation, or other extenuating circumstance. Dropping a course does not remove fee liability. Students are not permitted to drop a course if there are pending charges or imposed sanctions for an Academic Honor Policy violation. The drop/withdrawal deadlines are posted on the College of Engineering webpage each semester (<https://www.eng.famu.fsu.edu/students/academic-deadlines>) and provided in an email sent to all engineering accounts. Students will be responsible for the grades they receive in all courses enrolled in the semester after the course drop/withdrawal deadline.

Department of Chemical and Biomedical Engineering Policies

1. Prerequisite and Corequisite Courses and Student Classification

All students will be strictly held to published course prerequisite and corequisite course requirements. Students are responsible for satisfying all of the prerequisites and corequisites for any engineering course prior to enrolling in the course. If a student has not completed the prerequisites for an engineering course, their enrollment in the course may be involuntarily canceled and the student may be liable for any tuition and fees that result.

For Department purposes, students will be classified as a sophomore during the term in which ECH 3023 (Mass & Energy Balances I) is first attempted. Students should note that from the junior level onward, courses are normally offered only one time per academic year. Refer to the table at the end of this document for a comprehensive list of the required prerequisites, corequisites, and course term availability.

2. Progression from the Sophomore-Level to the Junior-Level Courses

Students should be aware of the course prerequisite requirements to be eligible to take junior-level courses in the Department. In addition to all courses that are prerequisite to the courses listed immediately below, the courses that absolutely must be completed with a "C" grade or higher before taking any of the departmental Fall Term junior-level courses are:

1. ECH 3023 – Mass and Energy Balances I.
2. ECH 3024 – Mass and Energy Balances II.
3. ECH 3301 – Process Analysis and Design*.
4. BME 3009 – Intro. Biomedical Engineering (BS-BME[†]).
5. CHM 2210 – Organic Chemistry I.
6. MAC 2313 – Calculus with Analytic Geometry III.
7. PHY 2049C – General Physics B with Lab.
8. BSC 2/1010 – Biological Science I.
9. BME 3009 – Intro to Biomedical Engineering (not required for chemical engineering students)

**Transfer students with an A.A. degree who took an ordinary differential equations course at their previous college may use this for partial credit toward the ECH 3301 requirement. Students will not be allowed to use such a course taken at FSU or FAMU to substitute for ECH 3301.*

Restated, grades of "C" or higher must be attained in all of these CBE Department courses: ECH 3023, ECH 3024, ECH 3301, and BME 3009 (BS-BME only) before a student can progress to any junior-level courses.

Once the prerequisites listed above have been completed, junior-level students should register in the Fall Term for:

BS in Chemical Engineering

1. ECH 3101 – Chemical Engineering Thermodynamics.
2. ECH 3266 – Transport Phenomena I.
3. ECH 3854 – Chemical Engineering Computations
4. ECH 3844 – Chemical Engineering Statistics.

BS in Biomedical Engineering

1. BME 3361 – Biotransport Phenomena.
2. BME 3622 – Biothermodynamics.
3. BME 3702 – Biocomputations.
4. BME 4403C – Quantitative Anatomy and Systems Physiology I

The courses listed above are corequisites for Fall Term junior-level students. These courses must be taken together in order for students to progress to the junior spring courses in the following term.

3. Progression from the Junior-Level and Beyond

For junior and senior level Chemical and Biomedical Engineering courses, a student may proceed to take subsequent courses with a single "D" grade in a prerequisite course. However, neither a grade of "F", nor more than one grade of "D", in the prerequisite course(s) for any subsequent course is allowed. This condition will have to be satisfied by retaking the necessary courses before proceeding to subsequent courses in the curriculum.

For example, for BS-Chemical Engineering students, if a student receives an "F" grade in either ECH 3101 (Thermodynamics), ECH 3266 (Transport I), or ECH 3854 (Computations), or two (2) "D" grades in the aforementioned courses, then progression to the next term's courses (ECH 3274L – Transport Lab, ECH 3418 – Separations, and ECH 4267 – Transport II) will not be allowed. The same is true for the equivalent BS-Biomedical Engineering courses. The courses in which a "D" or "F" grade was obtained must be retaken for at least a "C" grade to allow further progression in the curriculum.

Students should note that from the junior level onward, courses are normally offered only one term (Fall or Spring) per academic year. The pre- and corequisites for all courses can be determined by consulting the attached table.

4. Department Course Repeats Policy

The FAMU-FSU College of Engineering has approved a "Repeated Course Attempts Policy", which permits each department to define, monitor, and enforce its own policy designed to limit the number of courses repeated by engineering students. The College policy was established in part to ensure that its undergraduate engineering programs maintain their accreditation status. The Faculty of the Department of Chemical and Biomedical Engineering has, therefore, approved the following course repeats policy for its majors.

- 4.1. Any student who fails ("F" grade) one or more courses taught in the Department (with prefixes ECH or BME) during a term cannot take any course for which the failed course is a prerequisite. The failed course must be re-taken during the next term it is offered.
- 4.2. A student may repeat any engineering* course for which a "D" or an "F" grade has been received only once to achieve a "C" grade or higher. Any student receiving a grade below "C" more than once in a single engineering course will not be allowed to continue in any of the two BS degree programs in the Chemical and Biomedical Engineering Department. The student will have his/her major administratively changed to Pre-Engineering, and he/she must pursue another degree program at the universities. If a student has more than one grade below "C" in a single engineering course when this policy goes into effect (Spring 2009), no further retakes of a single engineering course will be allowed.
- 4.3. A student may have a maximum of five (5) course repeats in all engineering* courses taken during an academic career. Any student exceeding five (5) total engineering course repeats will not be allowed to continue in either of the degree programs. The student will have his/her major administratively changed to Pre-Engineering, and they must pursue another degree program at the universities. If a current student exceeds five (5) course repeats when this policy goes into effect (Spring 2009), then only one (1) additional course repeat will be allowed.
- 4.4. Withdrawal from any engineering course during the normal, College-approved course drop period will not be counted as a course attempt. Conversely, withdrawal from any engineering course after the College-approved course drop date that requires the Associate Dean's approval/signature will be counted as a course attempt.

* An "engineering" course is defined here as 1) all of the courses taught in the Department of Chemical and Biomedical Engineering (that have the course prefixes ECH and BME), and 2) the two required engineering service courses taught in other departments, namely, EGM 3512 (Engineering Mechanics), and EEL 3003 (Introduction to Electrical Engineering).

5. Academic Advising

All students in the College of Engineering, regardless of major, must be academically advised each term during the school year. When a student has officially changed to one of the two majors in the Department they will see the CBE Undergraduate Advisor, who will approve their course load for the upcoming term. To schedule an advising appointment, students should contact the Department of Chemical and Biomedical Engineering Main Office at 410-6149, or stop by Room A131. All students are placed on registration "hold" prior to the registration period each semester, and will not be allowed to register until they have been properly advised. Not being academically advised could result in students being assessed late registration fees. A more detailed description of the academic advising procedures can be found at:

<https://www.eng.famu.fsu.edu/cbe/undergraduate/advising>

6. Professional Advising

In Mass and Energy Balances I (ECH 3023), students will be given an assignment to seek out professional (not academic) advising. They will be required to meet with faculty for advising and have a form signed by the faculty member(s) with whom they met. Students should contact this faculty as a resource for career and professional advising throughout their coursework. Students in their senior year of coursework are required to attend the department Bridge to Industry Day event. This professional development event features alumni speakers working in industry and is attended by students and faculty. This event also promotes professional advising and offers students opportunities for alumni and faculty interactions.

7. Requirements for a BS Degree in Chemical Engineering

A program of study encompassing one hundred thirty-one (128) semester hours of defined coursework is required for the Bachelor of Science (BS) degree in Chemical Engineering. A candidate for the Bachelor's degree is required to earn a "C" or higher in all engineering courses, and must achieve a 2.0 grade point average (GPA) in the forty-five (48) semester hours of Chemical/Biomedical Engineering courses in the major. In addition, students must achieve a grade of "C" or higher in all courses transferred into

the Department of Chemical and Biomedical Engineering. Students should contact the Department for the most up-to-date information concerning the chemical engineering curriculum requirements. The course requirements for a BS degree in Chemical Engineering can be found at:

<https://www.eng.famu.fsu.edu/cbe/undergraduate/degree-requirements>

8. Requirements for a BS Degree in Biomedical Engineering

A program of study encompassing one hundred thirty-one (128) semester hours of defined coursework is required for the Bachelor of Science (BS) degree in Biomedical Engineering. A candidate for the Bachelor's degree is required to earn a "C" or higher in all engineering courses, and must achieve a 2.0 grade point average (GPA) in the forty-five (48) semester hours of Chemical/Biomedical Engineering courses in the major. In addition, students must achieve a grade of "C" or higher in all courses transferred into the Department of Chemical and Biomedical Engineering. Students should contact the Department for the most up-to-date information concerning the chemical engineering curriculum requirements. The course requirements for a BS degree in Chemical Engineering can be found at:

<https://www.eng.famu.fsu.edu/cbe/undergraduate/bs-biomedical-degree-requirements>

9. Major Course Requirements (Electives)

The Department offers two Bachelor of Science degrees (BS-Chemical Engineering, with majors in Chemical and Materials Engineering), and BS-Biomedical Engineering (with majors in Cell & Bioprocesses, Biomaterials & Biopolymers, and Bioimaging & Signal Processing). In addition to the courses that are required for all majors, several elective courses are specifically required for each of the degrees/majors. Students must take the approved elective courses for their particular major in order to graduate with that particular major.

10. Graduation Checks and Requirements

Both a University and a Department Progress Check are required of all students when they have reached the milestone of 90 credit hours. These grad checks must be done regardless of a student's class standing (i.e., Junior or Senior), and on-line registration will be blocked if the graduation check procedure is not followed. Contact the University Registrar and the Department to schedule a grad check appointment. The graduation requirements of the Department of Chemical & Biomedical Engineering, College of Engineering, and University can be found at:

<https://eng.famu.fsu.edu/cbe/undergraduate/bs-biomedical-degree-requirements> and <https://eng.famu.fsu.edu/cbe/undergraduate/degree-requirements>